

Electronic Payments

Online Reporting Reference Guide

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Revision History

Version	Date	Descriptions of Revisions	Changed by
1.0	2/17/05	Initial Draft for comment	Ismael Hernandez, PMP
1.1	3/03/05	Final	Ismael Hernandez, PMP

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1. To Login

- A. Initiate Web-Browser or get into the Internet Figure 1[A].
- B. Enter the following Web Address: www.govone.com/epay/ Figure 2[B].
- C. Login into Pay-Point Reports using your User-ID (Your State e-mail address) and Password Figure 3[C,D].
- D. You are now at the main menu. Figure 4.

2. To Search for A Payment

- A. Enter Begin date or click the Calendar button and select your start date Figure 5[E,F].
- B. Enter End Date or click the Calendar button and select your end Date Figure 6[G,H].
- C. Enter any criteria as needed. Either all or partial information can be entered together:
 - > Entire Confirmation number
 - last for digits of Payment type(Credit card number or ACH)
 - **▶** Amount
 - ➤ Name Can be a Wild Card
 - > Status
 - Reference Number, this field will be populated by your agency at the time of the transaction.

The more criteria the more selective the search will be – Figure 7[I].

- D. Hit the "GO" button Figure 7[J].
- E. Payments matching criteria will be displayed Figure 8.
- F. Put Cursor on Payment Confirmation Number and click Figure 9[K].
- G. The payment information detail will be displayed Figure 10.
- H. To return to Search Results put cursor on "Search Results" and click. Figure 11[L].

3. To Create A Report

- A. On the main menu select the "Reports" Icon. Figure 12[M].
- B. Select Create a New Report. Figure 13[N].
- C. Select type of report Summary, Payment Summary, or Transaction Summary. For this example I have selected the Transaction Summary. - Figure 14[O].
- D. Enter Report Selection Criteria. Figure 15[P].
- E. Either Select to save as a template Figure 16[Q] or "Submit" for a one time report. Figure 16[R].
- F. If "Submit" is selected, the reports will be posted under "View Reports". Figure 17[S].
- G. When report is completed, you can view it in either Word, PDF, Excel, or Comma Delimited File. -Figure 18[T].
- H. To return to Main Menu, Select "PayPoint Main Menu". Figure 19[U].

4. To Run A Report from a Template

- A. On the main menu select the "Reports" Icon. Figure 20[V].
- B. Select "Run" from the reports template. Figure 21[W].
- C. If "RUN" selected, the reports will be posted under "View Reports". Figure 22[X].
- D. When report is completed, you can view it in either Word, PDF, Excel, or Comma Delimited File. -Figure 23[Y].
- E. To return to Main Menu, Select "PayPoint Main Menu". Figure 24[Z].

5. To Log-Off Pay-Point

- A. To Return to the Main Menu.. Select "PayPoint Main Menu". Figure 25[AA].
- B. On the Main Menu, select "Logoff". Figure 26[AB].
- C. You will now be logged off. Figure 27.

6. Sample Reports

- A. Sample Detail Transaction Report. Figure 28.
- B. Sample Summary Transaction Report Figure 29.

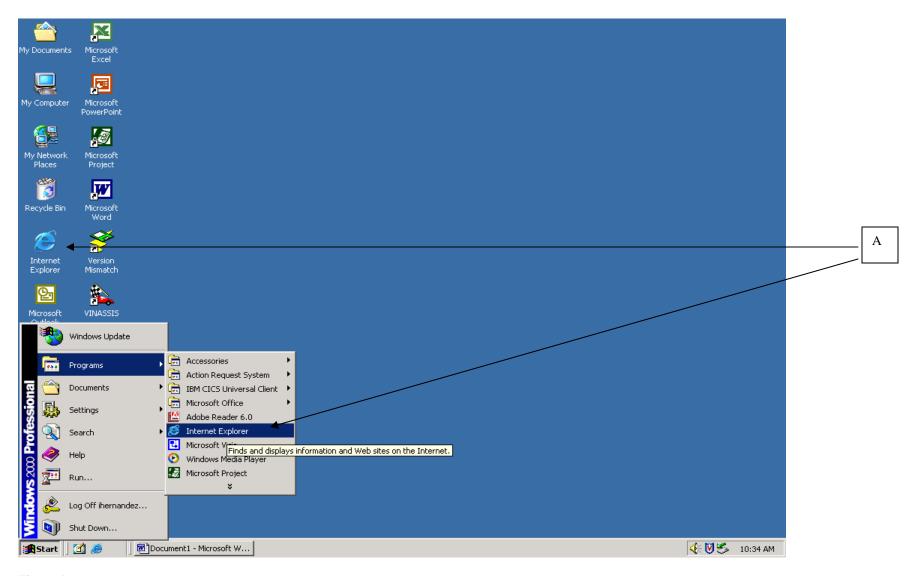


Figure 1

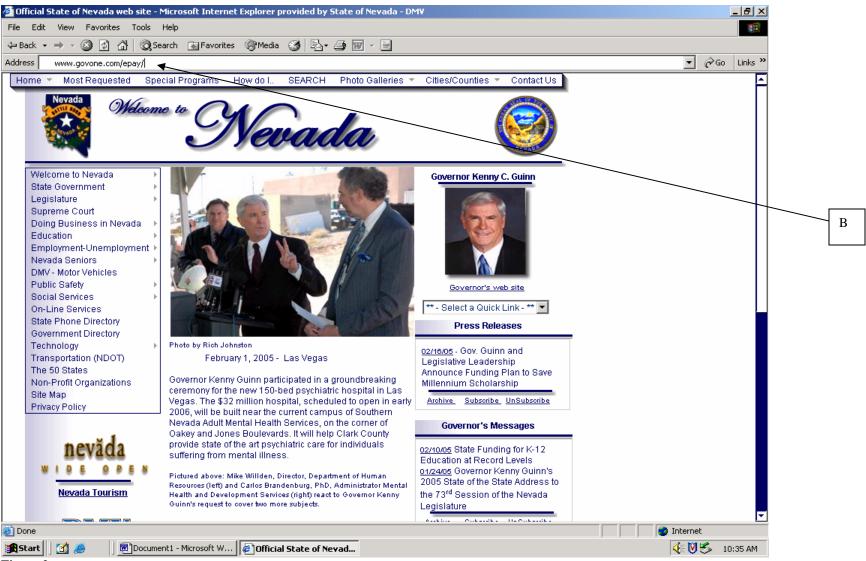


Figure 2

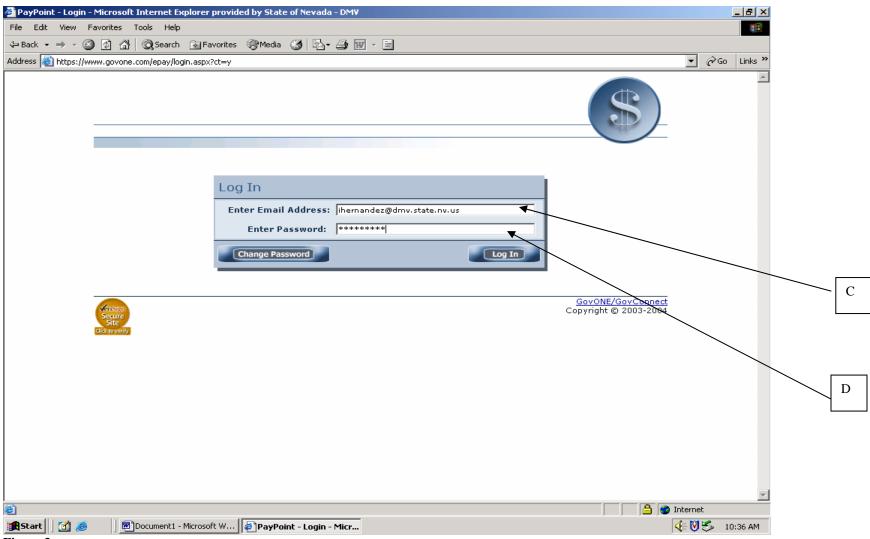


Figure 3

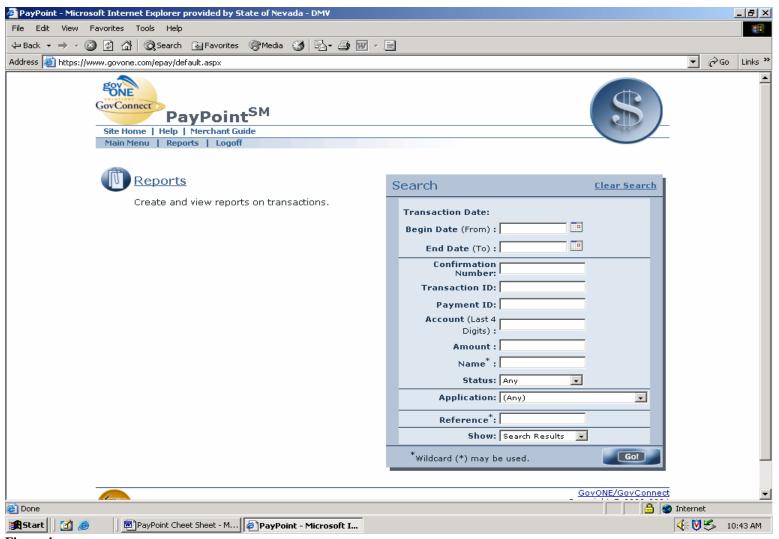


Figure 4

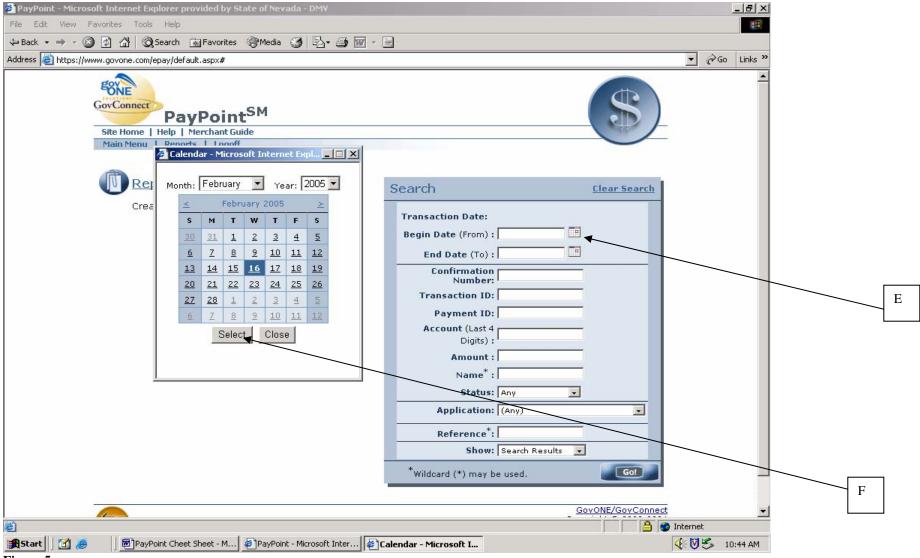


Figure 5

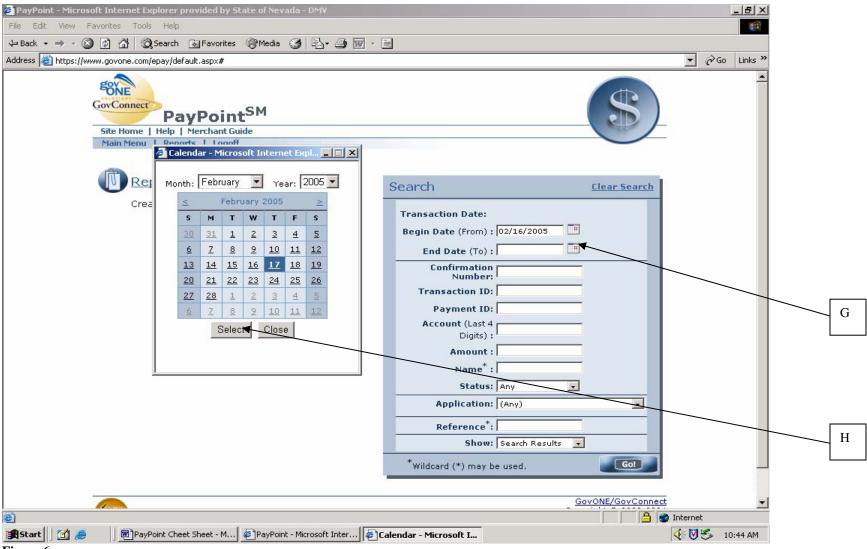


Figure 6

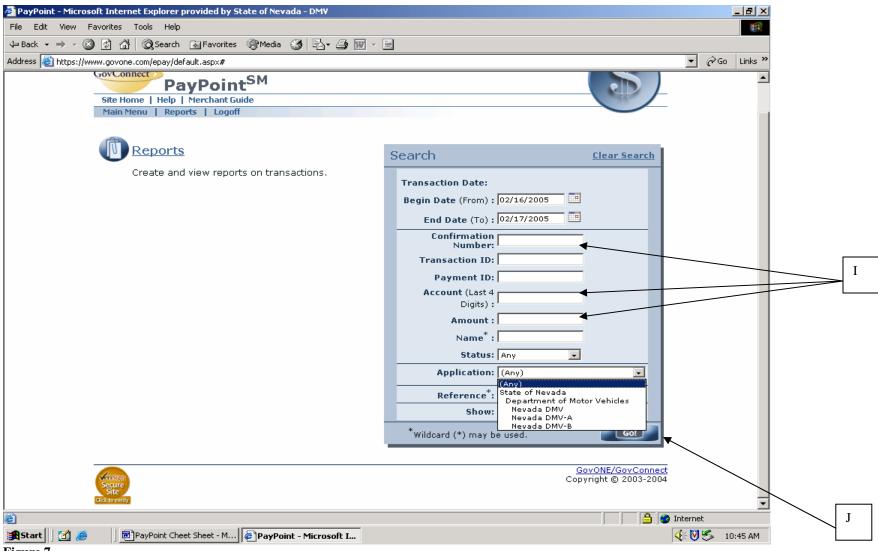


Figure 7

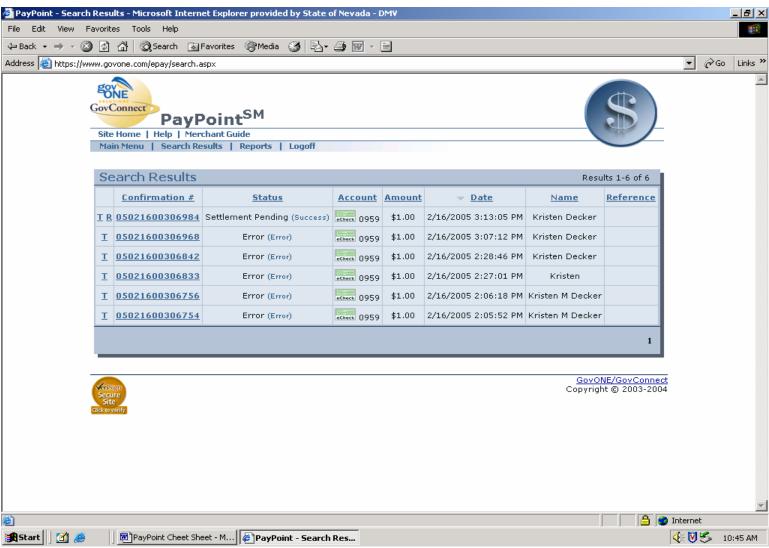


Figure 8

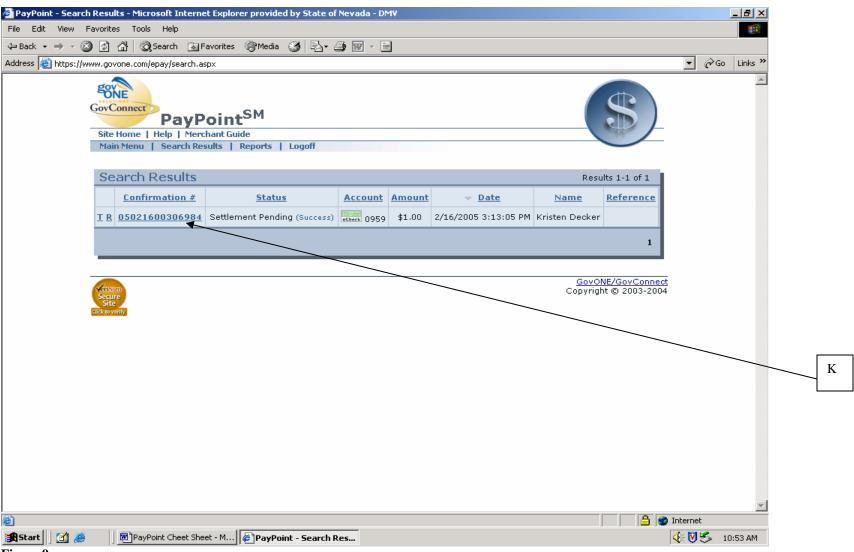


Figure 9

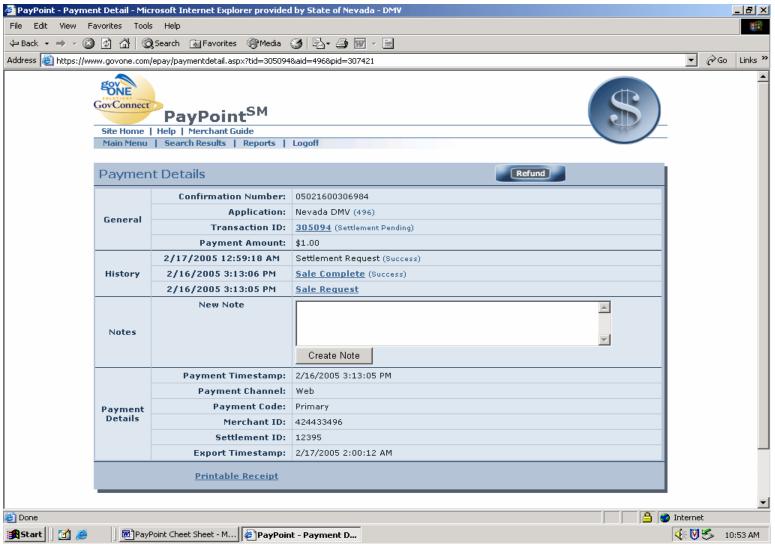


Figure 10

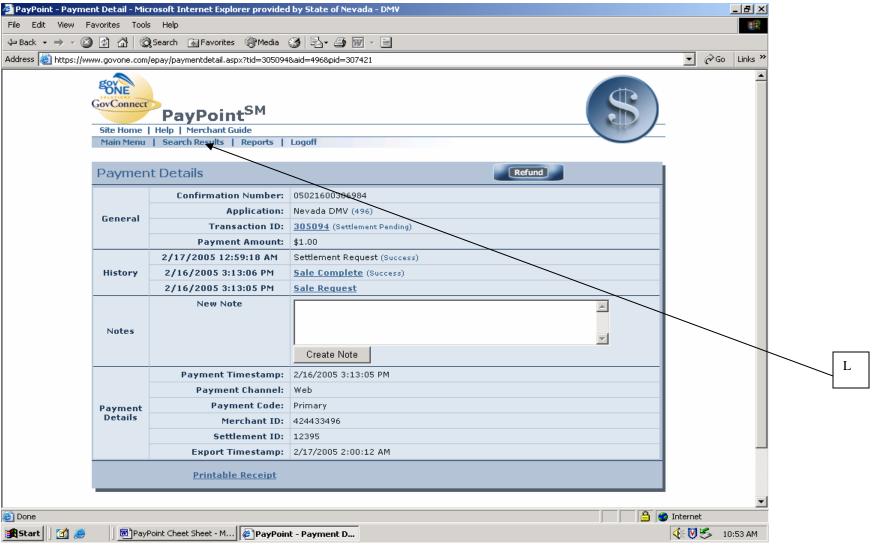


Figure 11

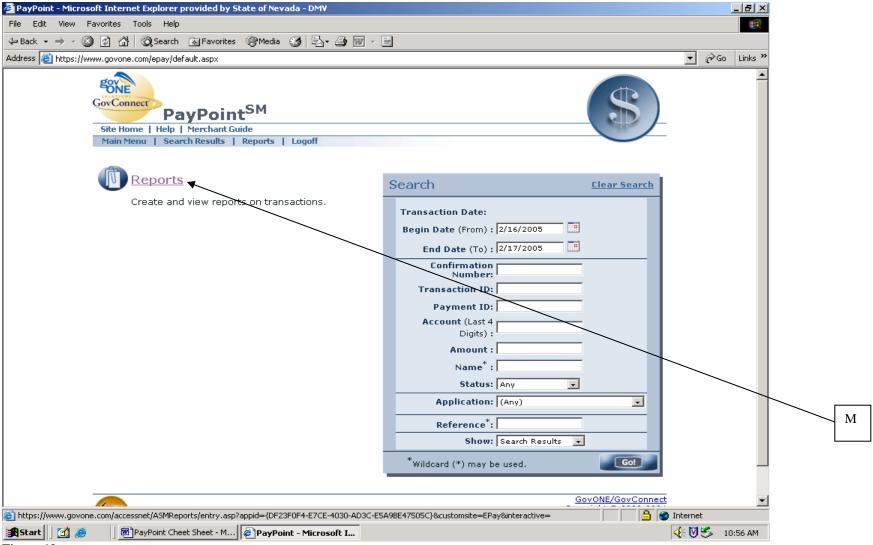


Figure 12

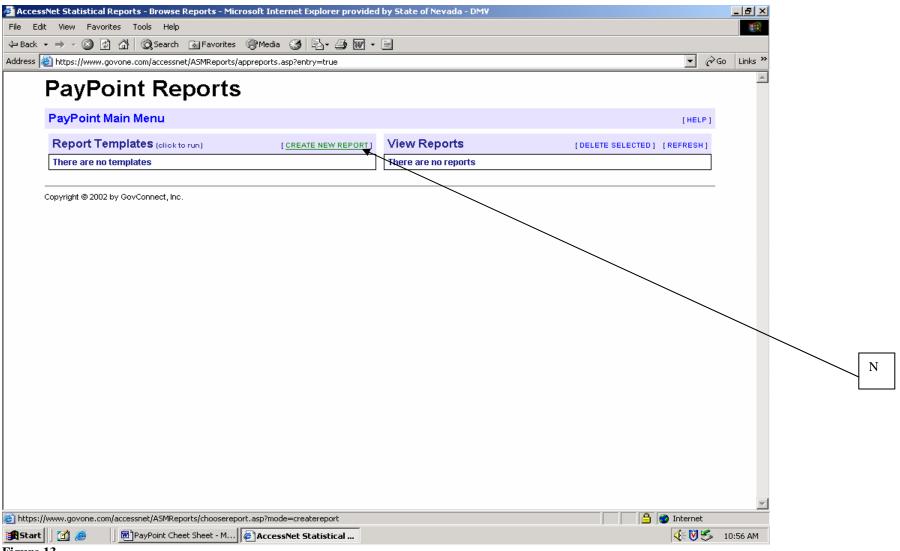


Figure 13

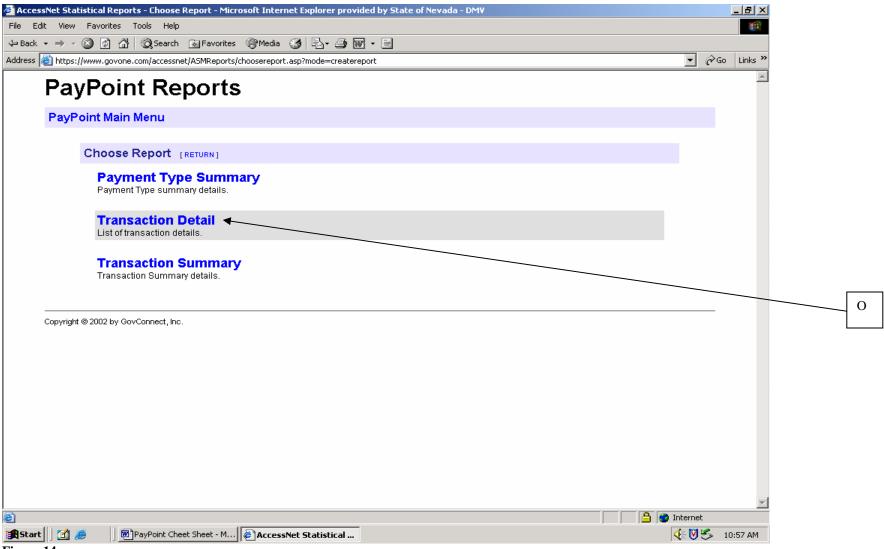


Figure 14

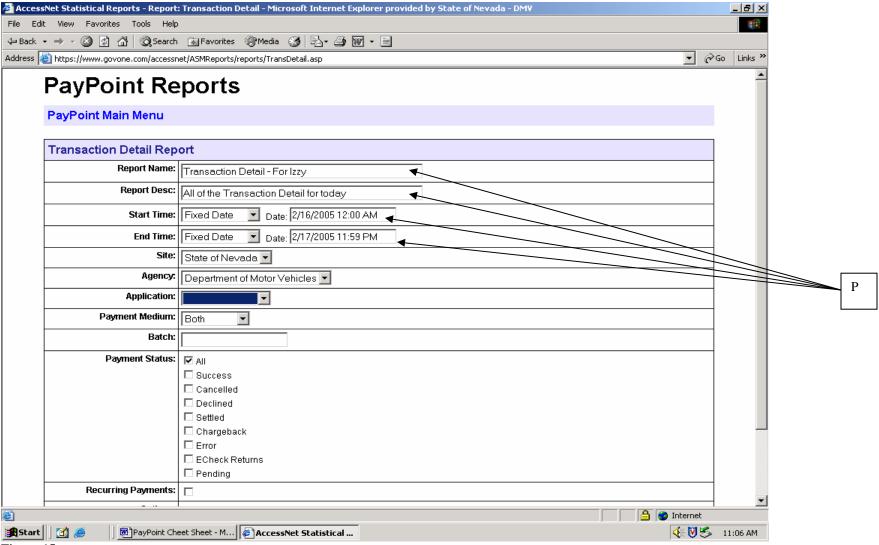


Figure 15

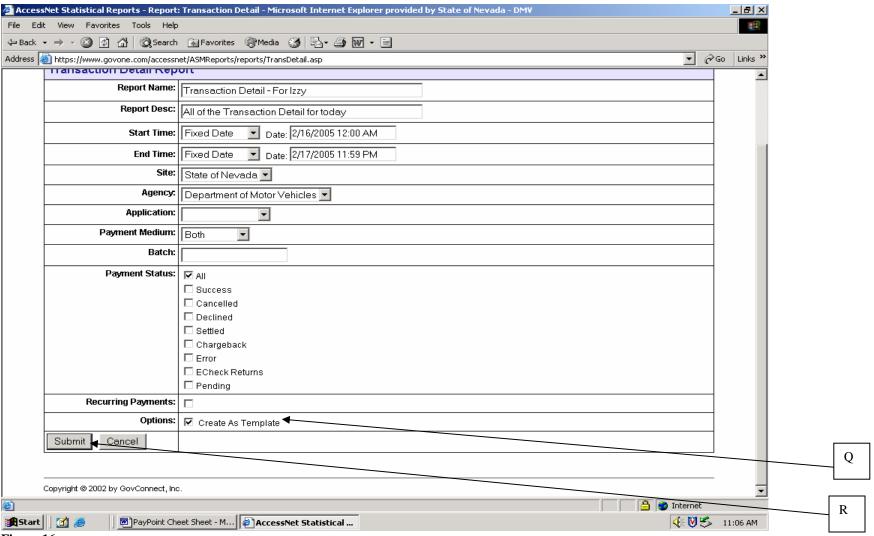


Figure 16

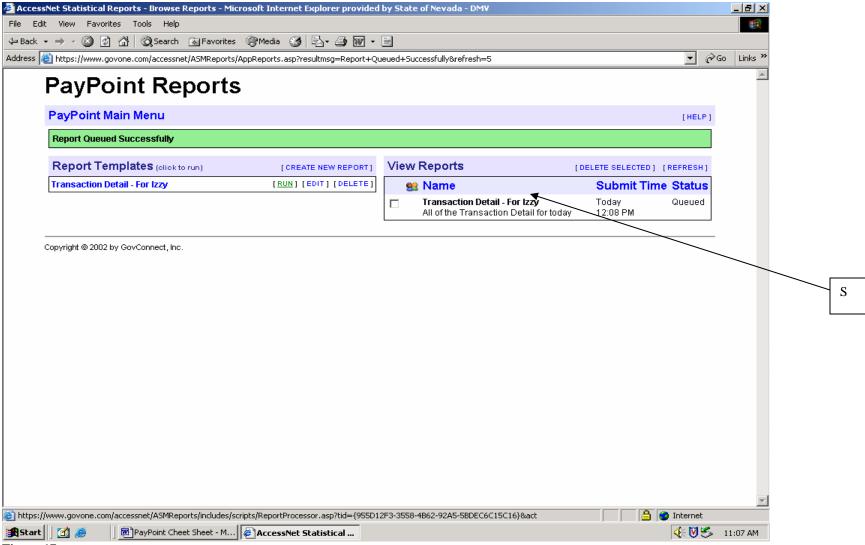


Figure 17

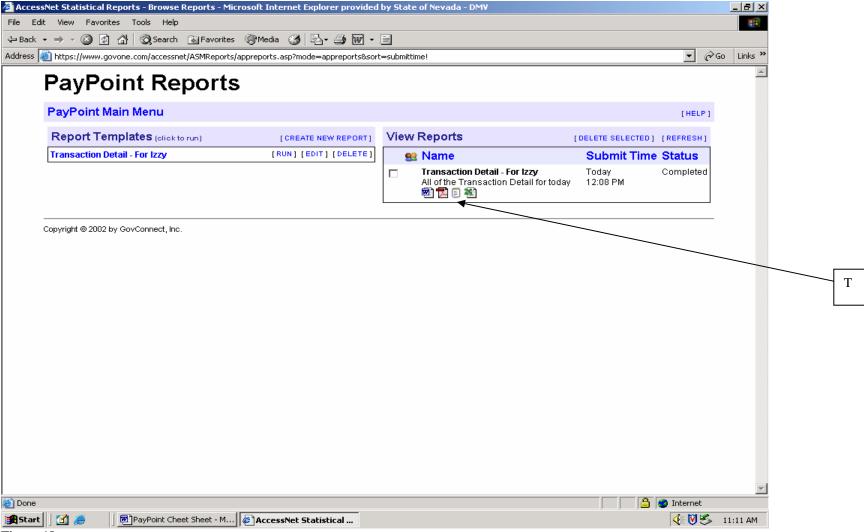


Figure 18

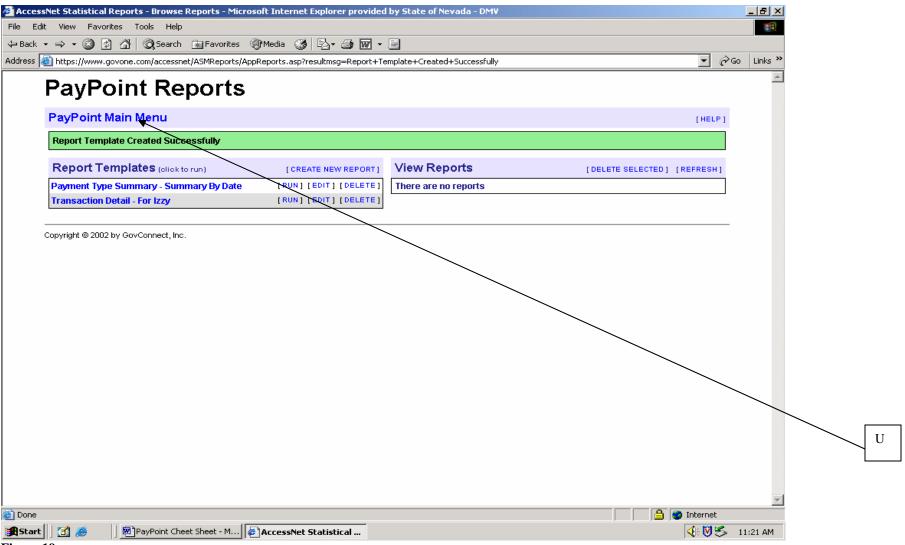


Figure 19

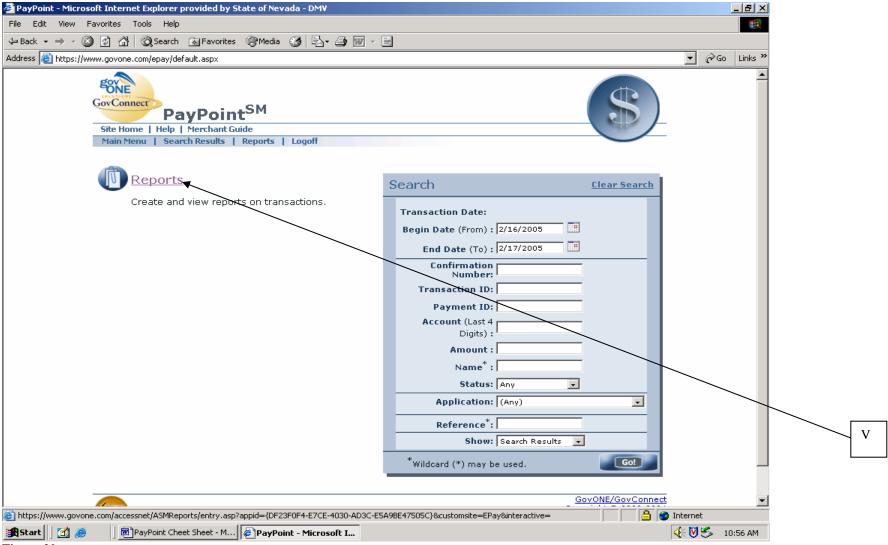


Figure 20

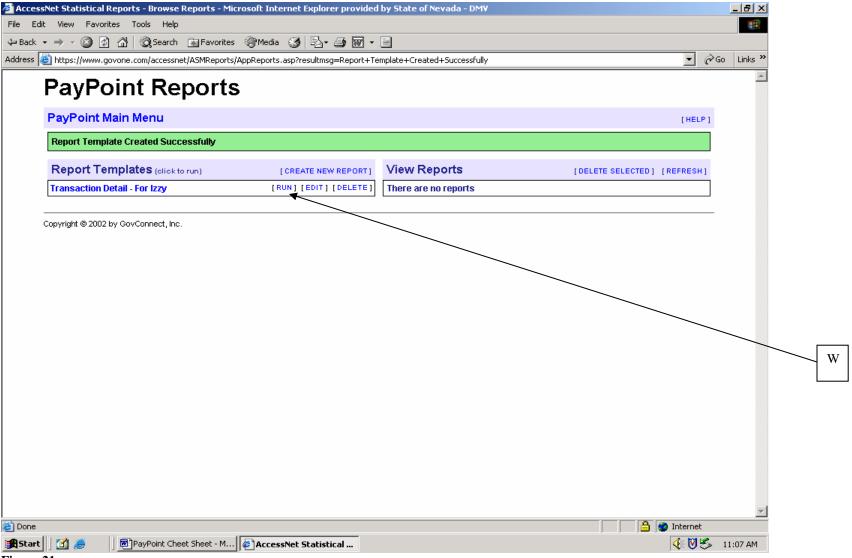


Figure 21

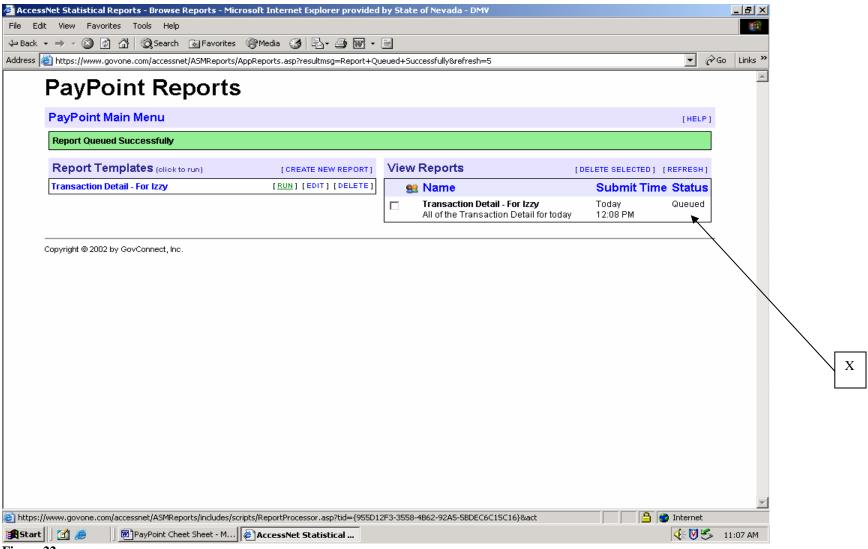


Figure 22

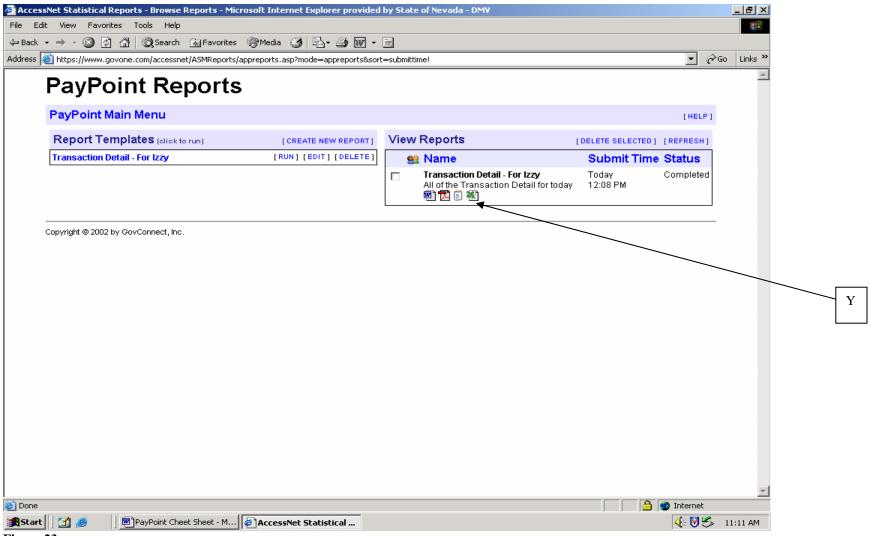


Figure 23

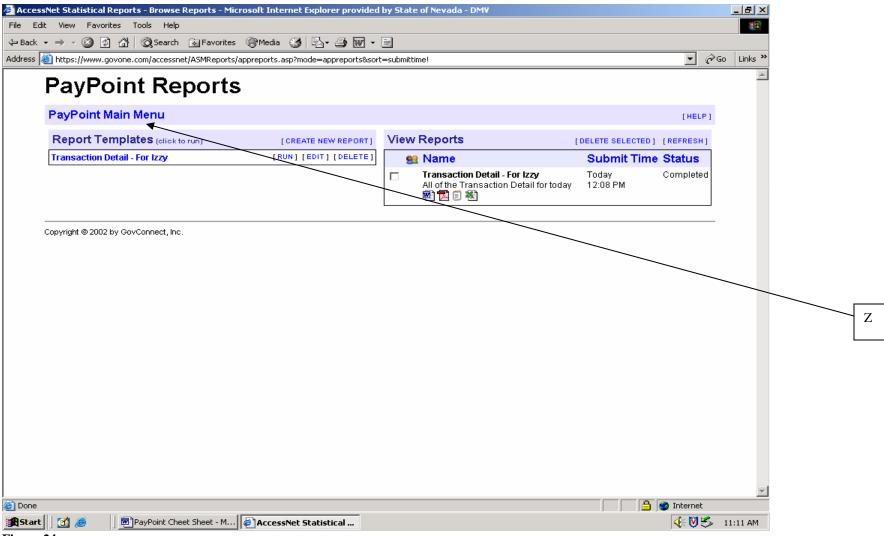


Figure 24

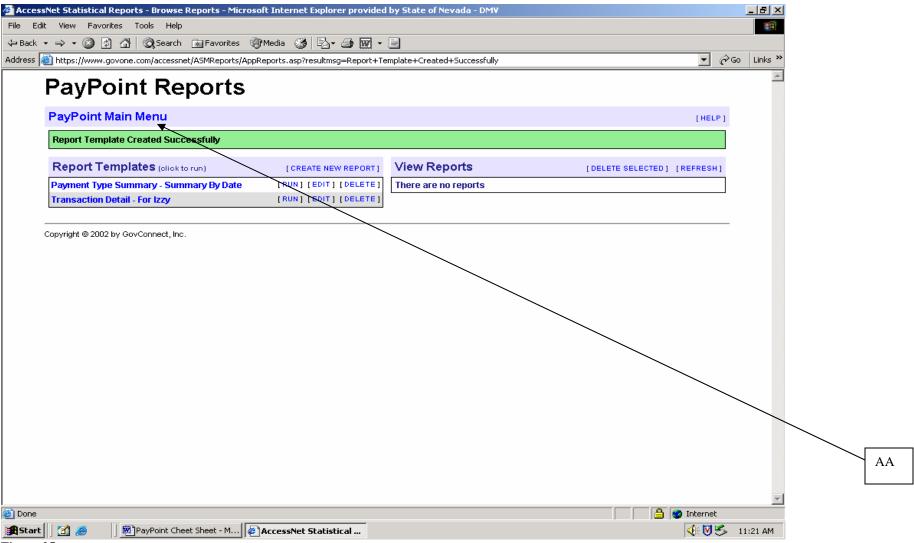


Figure 25

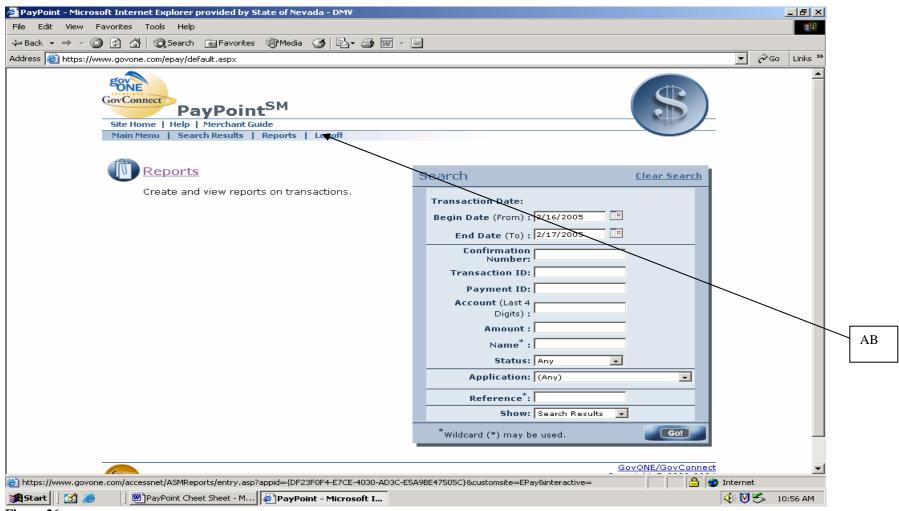


Figure 26

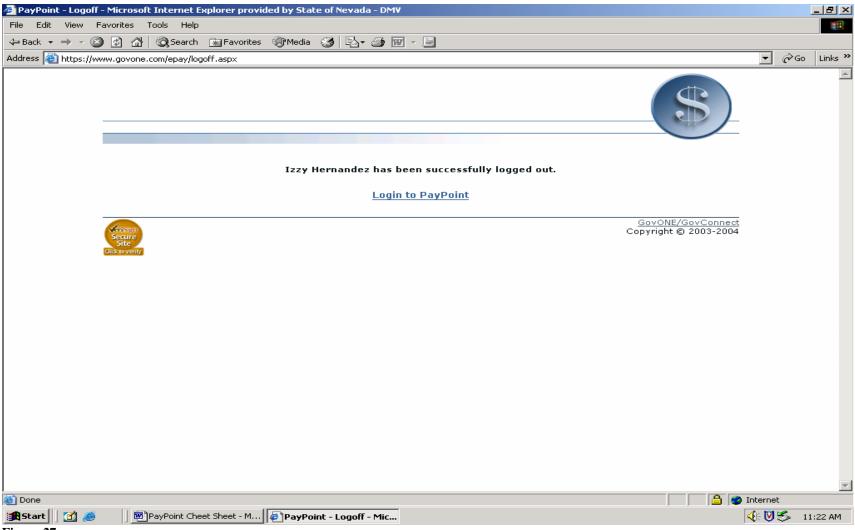


Figure 27

Transaction Detail Report by Site, Payment Medium, Payment Status, Agency

State of Nevada Report For: 02/17/2005

Site: State of Nevada

Payment Medium: E-Check/Credit Card

Payment Status: Any Agency: Department of Motor Vehicles

Department of Motor Vehicles

				(Last 4 Digits)							
<u>Application</u>	Batch #	Trans #	Customer Name	Account #	Routing Number	Input Type	Account Type	<u>Status</u>	<u>Confirmation</u>	Net Amount	Total
Nevada DMV		304865	Kristen M Decker	0959	102000076	Web	Checking	Error	05021600306754	\$1.00	
Nevada DMV		304867	Kristen M Decker	0959	102000076	Web	Checking	Error	05021600306756	\$1.00	
Nevada DMV		304944	Kristen	0959	102000076	Web	Checking	Error	05021600306833	\$1.00	
Nevada DMV		304953	Kristen Decker	0959	102000076	Web	Checking	Error	05021600306842	\$1.00	
Nevada DMV		305078	Kristen Decker	0959	102000076	Web	Checking	Error	05021600306968	\$1.00	
Nevada DMV	12395	305094	Kristen Decker	0959	102000076	Web	Checking	Success	05021600306984	\$1.00	
							· ·				\$6.00

Total for Agency - Department of Motor Vehicles

\$6.00

Figure 28

Transaction Period 02/16/2005 - 02/17/2005

Report For:

Site: State of Nevada

Payment Medium: E-Check/Credit Card Payment Status: Any

Agency - Department of Motor Vehicles

Application Nevada DMV

Trans Date	<u>Batch</u>	Trans Type	Trans Count	<u>Total</u>
2/16/2005		Personal Check	5	\$5.00
2/16/2005	12395	Personal Check	1	\$1.00
	Total	Visa	0	\$0.00
		MasterCard	0	\$0.00
		AMX	0	\$0.00
		Discover	0	\$0.00
		Diner's Club	0	\$0.00
		Carte Blanche	0	\$0.00
		JAL	0	\$0.00
		JCB	0	\$0.00
		Enroute	0	\$0.00
		Personal Check	6	\$6.00
		Business Check	0	\$0.00
	Application	Visa	0	\$0.00
	Nevada DMV	MasterCard	0	\$0.00
		AMX	0	\$0.00
		Discover	0	\$0.00
		Diner's Club	0	\$0.00
		Carte Blanche	0	\$0.00
		JAL	0	\$0.00
		JCB	0	\$0.00
		Enroute	0	\$0.00
		Personal Check	6	\$6.00
		Business Check	0	\$0.00

Figure 29